

Plans

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- 7 AUG 1961

MEMORANDUM FOR: Director of Personnel

SUBJECT : Progress Report and Program Plans, Plans Staff

1. This report summarizes major activities accomplished by Plans Staff during FY 1961 and sets forth program plans for Fiscal Years 1962 and 1963. The nature of staff activities performed consist principally of projects in varying areas of personnel administration. Operating activities were confined to recently assigned responsibilities for the support of the Agency Honor and Merit Awards Program and the Agency Suggestion Awards Program.

2. Projects - FY 1961

a. Manpower Analyses:

Analysis of current and projected future staffing of Career Services. Preparation of staffing guides. Completed: SL, ST, SP, SA (Generalist), Career Services and Clandestine Services Career Service.

b. Review of Fitness Reporting System:

Survey of results being obtained by current Fitness Reporting system and the development of a revised Fitness Report designed to achieve improved results.

c. Review of Administration of Overtime Regulation:

Survey of current overtime compensation practices. Preparation of report pointing out areas in which overtime administration was found to be deficient and recommending corrective action required.

d. Analysis of JOT Program:

Continuation of previous practice of semi-annually inventorying status of JOT students and graduates from the standpoint of progression and attrition. Preparation of report of results of survey and indicating emerging problem areas and trends. Preparation of annual JOT Statistical Annex for submission to DD/S. Study of requirements for Support-type JOT's on an annual intake basis. Provision of statistical data on the JOT program to the Inspector General's Staff, to the JOT program, and to the Plans and Policy Staff, Office of Training.

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e. Staff Support to Program for Separation of Surplus Personnel, Regulations

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Participation in developing final drafts of subject regulations and briefing program. Developed internal operating procedures for Office of Personnel and participated with Technical Accounting Staff, Office of Comptroller, in developing procedures and form for the payment of Separation Compensation under Regulation [REDACTED]

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f. Promotion Analysis:

Prepared annual comparative analysis of promotion rates for all DDI Career Services. Provided upon request promotion statistics to other Career Services and Offices of the Agency. Developed staff paper for the Career Council in connection with the review of the one-grade promotion policy.

g. Executive Development Position Inventory - DDS:

Participated with officials of the DDS in developing a master listing of Support Positions which could be filled on a rotational basis in connection with the development of well-rounded Support Officers.

h. Retirement Programs:

Continued program of obtaining and distributing to Career Services tables indicating the retirement eligibility of personnel on the basis of age and creditable Federal Service. Worked with Comptroller's Office in arranging for documentation of Overseas Service of Agency personnel on a continuing basis for possible use in future retirement programs. Analyzed and prepared report on the TVA Retirement System.

i. Report on Headquarters Personnel Strength:

Prepared draft report for use in briefing the Kilday Committee outlining the numbers and assignments of Headquarters personnel and explaining factors which call for the concentration of a large portion of the Agency personnel strength at Headquarters.

j. Projected Agency Strength - Monthly Totals:

Prepared projected Agency strength figures for the use of the Budget Division and Bureau of the Budget in connection with apportionment of funds.

k. Analysis of Personnel in Covert Activities Staff, DDP:

Prepared for use of the Inspector General's Staff a report tabulating personnel data on individuals in the middle and higher grade levels of CA Staff.

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1. General:

Upon request prepared a number of individual reports on personnel statistics and programs for use by Career Services, Personnel Officers, members of the Inspector General's Staff, and the like.

3. Program plans and objectives for Fiscal Years 1962 and 1963 are as follows:

a. Fiscal Year 1962

Continuation of the general categories of projects described above. Updating and refinement of manpower studies, particularly for those Career Services in which malalignments of manpower assets have been indicated.

Work towards the improvement of the awards programs in terms of effectiveness, acceptability, and participation.

Maintain closer liaison with personnel programs and research in other Government agencies and in industry to evaluate and adopt worthwhile practices for Agency use.

Achieve better management and availability of personnel statistics needed for developing and costing retirement programs.

b. Fiscal Year 1963

Continuation of functions and objectives set forth for Fiscal Year 1962.



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Chief, Plans Staff

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